

WEBB COUNTY JUSTICE OF THE PEACE PCT.3

JOB VACANCY POSTING

JOB TITLE: Traffic Clerk

JOB SUMMARY:

- . Provide general information about services carried out by the court.
- . Entering all traffic tickets and penalties into the system (AS400) on a daily basis.
- . All duties relating to criminal cases.
- . Perform any other duties assigned by the Office Manager.

QUALIFICATIONS:

- . Must have a high school diploma or equivalent;
- . Must be able to type 45 wpm

SKILLS, KNOWLEDGE, AND ABILITIES:

- . Must be proficient in clerical skills and use of office machines;
- . Good working knowledge of computer software;
- . Must possess good interpersonal skills;
- . Ability to communicate fluently in English and Spanish;
- . Must be able to work other than regular hours.
- . Must attend trainings and meetings in and out of town.

SALARY: \$12.73 p/hr.

CLOSING DATE: Monday, October 8th, 2007 by 5:00 p.m.

Applications are available at Judge Alfredo Garcia's Office
Hwy 359- building next to Border Patrol Station

Or at the Administrative Services Office
1110 Washington St. – Suite 204
Laredo, Texas 78040
Monday – Friday (8:00 a.m. – 12:00; 1:00 p.m. – 5:00 p.m.)

Or On-line at: www.webbcountytx.gov

Webb County is an Equal Employment Opportunity (EEOC) Employer

JOB DESCRIPTION

JOB TITLE: TRAFFIC CLERK

RESPONSIBILITIES:

1. Responsible in providing general information about services carried out by the court.
2. Responsible for screening and scheduling of appointments with the Judge.
3. Assessing, receiving of all traffic and criminal cases on a daily basis.
4. Assisting in the documentation of all Class "C" misdemeanors into the proper dockets.
5. Responsible for entering all traffic tickets into the system (AS400) and collecting traffic fines using cash register.
6. Responsible for filing criminal complaints with the proper departments.
7. Responsible for all criminal cases filed in the court.
8. Responsible in carrying out the above described duties in unison with all other county policies and procedures now in effect.
9. Informing citizens about peace bonds, small claims, and forcible detainer suits.